

Frequently Asked Questions

Q: When I go to Reports > Form C-4's, no reporting periods are showing up. Why is this?

A: Go to **Lists > Reporting Periods** and check your reporting period dates. It is possible that you forgot to create reporting periods.

Q: When I go to Reports > Form C-3's, the amounts all show up as zero's. Why is this?

A: Go to **File > Committee info** and check your election period dates. Most likely you forgot to enter dates here or your data doesn't fall between these two dates.

Q: I tried to submit my reports electronically and got one of the following errors:

"The host response is BADFORMAT Incorrect FilerPassword"

A: You have either entered the wrong passwords or entered them in the wrong order. Also, remember that passwords are **case** and **space** sensitive. Double-check your passwords and try it again.

"The host response is BADFORMAT FilerID not found 100"

A: Your **Filer ID** is incorrect either in the *Committee Information* screen or you entered something incorrectly on the *Dcloud Password/Filer ID* screen. Go to **File > Committee Info**. Enter the correct **Filer ID** and try it again.

"Error in Connecting to Host"

A: Either you did not open your internet connection prior to attempting to electronically file, you have entered the wrong information for **TCP/IP host**, or the host is down. Make sure to open your Internet connection first, correct faulty information in the *Configuration Settings* screen, if needed, and try it again. If you are still getting this error it could be that the host is temporarily down.

"Entity Id Not valid."

A: Check your configuration settings. Go to **Start > Programs > PDC Applications > SDRLOAD**. Then click **File > Configure** and make sure Agency ID is **"WA"**.

"Validation failed. Errors found in .PDS file?"

A: Go to **File > Committee Info** and check to make sure you have entered your **Committee ID**.

Q: How do I back up my data on a disk?

A: Go to **File > Backup**. Click **OK**. Specify the destination location and click **Save**.

Q: How do I restore from a previous version?

A: Go to **File > Restore**. Locate the file you would like to restore and click **Open**. If this file is located on a disk, insert the disk, change the directory, and restore from this file.

Q: How do I undeposit an item?

A: To undeposit an item, you must first locate the item in the *Make a Deposit* screen. Once located, use the mouse to deselect the item (removing the **"X"** from it), and then select **OK**.

Q: How do I delete an entry?

A: First you must make sure that the item, if a contribution, is undeposited. After this is done all you need to do is locate that item in the proper selection window (the screen from which it was created), and then select **Delete** from the *Edit Menu*.

Q: Does it matter if I enter items out of order?

A: No. The system is set up so that regardless of when you input the information, it will look at the date you have listed for the transaction and make certain that the correct options and names are selected.

Q: What is my Committee Identification Number?

A: This is a unique identifier given out by the Public Disclosure Commission for electronic filing. You will be issued this number once we receive your signature and password documents.

Q: How come when I send my C-4's and C-3's electronically only one of the reports was submitted?

A: C-3's and C-4's must be sent separately! Also, make sure that when you electronically file you select the correct report so you don't submit the same report over and over again.

Q: Nothing shows up when I try to print a Schedule C. Is there a special place to enter these values?

A: In order to get a Schedule C to print, you must enter your corrections on the *Corrections* screen, making sure that the correct options and names are selected. Also, Schedule C's are only for correcting mathematical errors.

Q: How do I add a reporting period?

A: Go to **Lists > Reporting Periods** and click the **Add** button.

Q: How do I add an Office?

A: Go to **Lists > Offices** and click the **Add** button.

Q: When I look at my C-4, my totals are doubled.

A: Most likely some of your reporting periods are duplicating dates, or the periods are out of chronological order. Go to **Lists > Reporting Periods** and check your reporting periods. Make any necessary changes and try it again.

Q: Can I get a list of contributors?

A: Yes, although WEDS was not designed to do such. Go to **File > Export**. Choose the appropriate format and location and click **Export**.